

Strive for Excellence

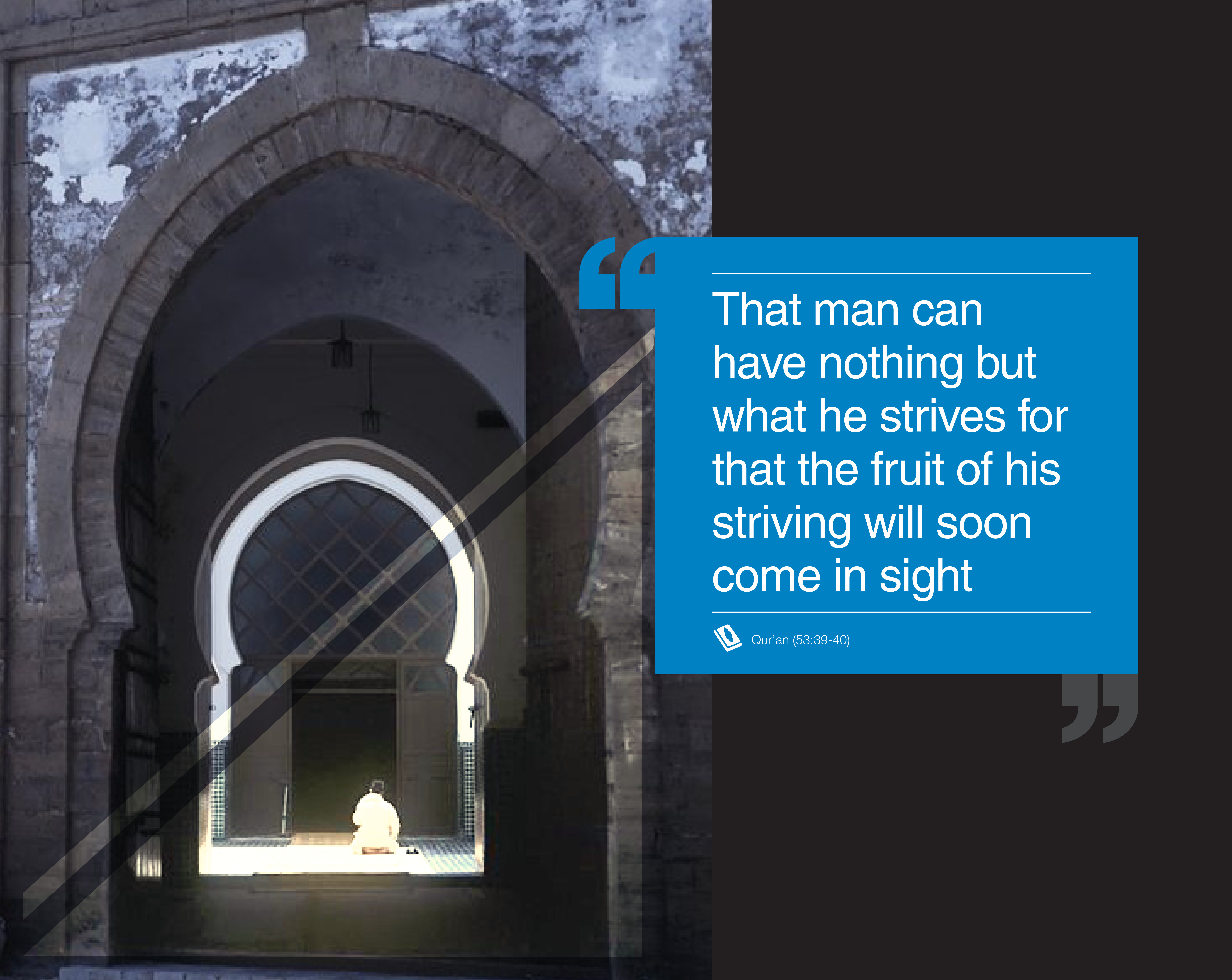


In Arabic, Hadaf Wahid Yalid Al-Ahdaaf Al Ukhra, means one main goal or objective is the start or birth for many others.

The root meaning is; to achieve goals you must break it down into manageable and achieveable goals that can be accomplished on a regular basis. It should fit within the frame of your purpose and mission in life.

A hadaf is something that is visualized constantly and worked on immensely so that it becomes the centre of which all of your other activities and roles revolve around, to the point that you realize all of your motives and actions in life are directed towards serving the achievement of that goal. It is something that is both reasonable and achievable.

Realize all of your motives & actions in life


That man can have nothing but what he strives for that the fruit of his striving will soon come in sight
Qur'an (53:39-40)



Our Vision

This step by step goal planner has been designed to allow individuals to set annual goals and realise the importance of having a development mindset. Striving for success is a must for all Muslims.

"Be eager and passionate in your desire for everything that benefits you; and seek the help of Allaah & do not become weak, incompetent, & a failure." *(Sahih Bukhari & Muslim)*

Contents





Islamic Perspective

To be focused, one must always have something to aim for.

1. Allah

Muslims should not sit idle in laurels but continuously strive towards better conditions and nobler goals. Complacency kills enterprise as well as progress.

The main factor that differentiates those who are great and those who are average is setting goals and becoming accountable towards oneself.

2. Prophet

A particularly important lesson we learn from the Prophet Muhammad (peace be upon him),in relation to the initial stage of setting goals is to always begin with the possible - to begin achieving the things in sight, & then progressing with time.

‹Aisha (may Allaah be pleased with her) said: «Whenever the Prophet Muhammad (peace be upon him) had to choose between two options, he always opted for the easier choice.» (Bukhari)

3. Islam

Strive to make the best use of your time and aim for excellence in everything you undertake. Indeed, the Prophet has said, «Verily Allah has prescribed ihsan (proficiency and excellence) in all things». (Muslim.)

The Quran therefore tells all believers
“And strive in His cause as ye ought to strive (with sincerity and under discipline): *Quran 22:78*

Imam Ghazali's Journey of Development

In Disciplining the Soul, Imam Ghazali describes the process of self-development and provides clear guidelines towards attaning success. This is a process where utilising correct knowledge can lead to the development of skills and the perfection of one's character. Building character allows individuals to develop the intrinsic thoughts and skills required to be successful in this life and the next.



01 | Self Motivation

02 | Self Improvement

03 | Self Belief

04 | Self Examination

05 | Self Control

06 | Set Goals

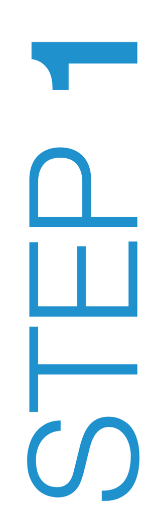
07 | Monitor Oneself

5 Step Goal Planner

1. Identify All **Your Activities**
2. Rank Your List In **Decreasing Importance**
3. Choose A Maximum Of **5 Activities To Focus** on in the year
4. Complete The **Development Table**
5. Set Your **Quarterly Goals**


READY?

Pages that have the below symbol should be filled out and stuck on your wall!



Identify All Your Activities

List all the activities that you do in your life at this moment: Areas To Consider

Career, Projects, Organisational Role, Voluntary Work, Key Relationships, Education, Hobbies, Courses, Fitness, Individuls You Look After, College, Personal Responsibilities, Other

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

5. ______________________________

6.______________________________

7. ______________________________

8. ______________________________

9. ______________________________

10. ______________________________

11. ______________________________

12. ______________________________

13. ______________________________

14.______________________________

15. ______________________________

16. ______________________________

STEP 2

Rank Your Activities

List all the activities in the previous sheet in order of decreasing importance.

When deciding how important an activity is you must consider the following factors:

1) Is this important for my personal development?
2) Is this going to be loved by Allah?
3) If I don't do this activity will I regret it?
4) Does this have to be done in this year or can it be done in a future year?

Truly important activities will meet all 4 criteria

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

5. ______________________________

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10. ______________________________

11. ______________________________

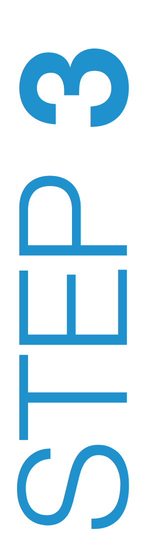
12. ______________________________

13. ______________________________

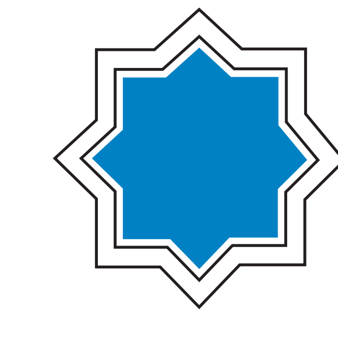
14. ______________________________

15. ______________________________

16. ______________________________



Choose Maximum Top 5 Activities



From the activities in the previous sheet in order of decreasing importance choose the top activities which you are going to focus on in the year.

The activities should be the top 5 in the list however you may only chose to do 2, 3 , or 4 possibly even 1. Remember if you are unsure then perform Istikhara.

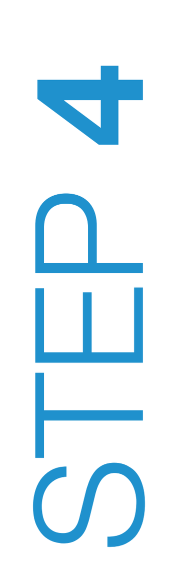
1. ______________________________

2. ______________________________

3. ______________________________

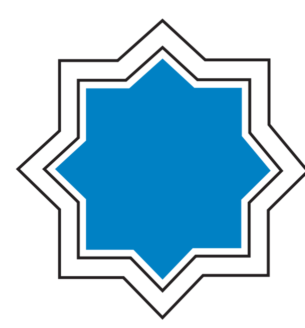
4. ______________________________

5. ______________________________



Development Table

Use your top activities (Maximum 5) from the previous sheet and complete the table below.



	ACTIVITY	WHY IS THIS IMPORTANT?	AREA OF DEVELOPMENT	DU'A REQUIRED SPECIFIC TO THIS ACTIVITY
1.				
2.				
3.				
4.				
5.				

STEP 5

Development Table
Example

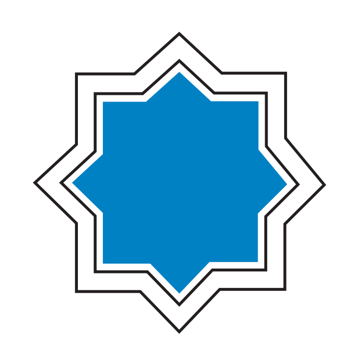
	ACTIVITY	WHY IS THIS IMPORTANT?	AREA OF DEVELOPMENT	DU’A REQUIRED SPECIFIC TO THIS ACTIVITY
1.	Islamic Studies	Increase my understanding of Islam	Tajweed	للَّهُمَّ انْفَعْنِي بِمَا عَلَّمْتَنِي وَ عَلِّمْنِي مَا يَنْفَعُنِي Oh Allah! Make useful for me what you have taught me and teach me knowledge that will be useful to me.
2.	Fitness	Long-term Health & Energy	Weight Loss Muscle Growth	للَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْهَمِّ وَ الْحَزَنِ وَ أَعُوذُ بِكَ مِنَ العَجْزِ وَ الْكَسَلِ Oh Allah, I seek refuge in You from worry and grief, from helplessness and laziness,
3.				
4.				
5.				

STEP 5

Set Quarterly Goals

For the next 4 sheets plan out what you want to achieve in each activity across the year in quarters

For the next 4 sheets plan out what you want to achieve in each activity across the year in quarters broken down into manageable months. Having 90 day goals is important as it keeps your main overall goal for that activity in sight and in line with your original intention.



	ACTIVITY	JANUARY	FEBRUARY	MARCH	END OF QUARTER 1 (WRITE DOWN YOUR OVERALL GOAL FOR THE 3 MONTHS)
1.					
2.					
3.					
4.					
5.					

STEP 5

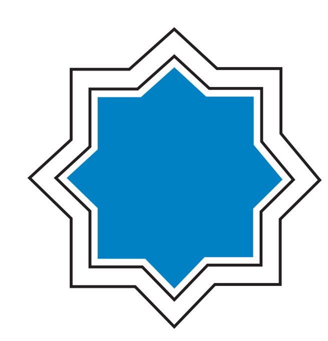
Set Quarterly Goals



	ACTIVITY	APRIL	MAY	JUNE	END OF QUARTER 2 (WRITE DOWN YOUR OVERALL GOAL FOR THE 3 MONTHS)
1.					
2.					
3.					
4.					
5.					

STEP 5

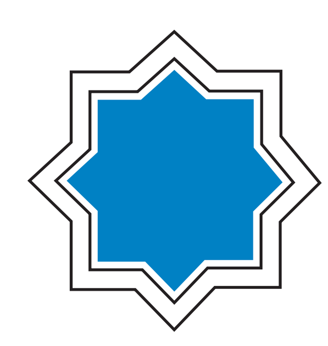
Set Quarterly Goals



	ACTIVITY	JULY	AUGUST	SEPTEMBER	END OF QUARTER 3 (WRITE DOWN YOUR OVERALL GOAL FOR THE 3 MONTHS)
1.					
2.					
3.					
4.					
5.					

STEP 5

Set Quarterly Goals



	ACTIVITY	OCTOBER	NOVEMBER	DECEMBER	END OF QUARTER 4 (WRITE DOWN YOUR OVERALL GOAL FOR THE 3 MONTHS)
1.					
2.					
3.					
4.					
5.					

Helpful Tips

Here are a few tips to help you complete your quarterly goal sheets.

Have **A Theme**

Set an overall theme for your goals do you want to improve on a strength or work on a weakness?

Incremental **Goals**

Goals must be incremental. As you set incremental goals you will gain confidence and motivation.

Love **IT**

It is important to be passionate about what you want to achieve.

Monitoring

Monitor your own progress throughout each month so you become accountable towards yourself.

Have **Patience**

You don’t have to set out your goals for the whole year. Set out your goals for the first quarter and then see where to take it from there.

Energy

Your goals must energize you rather than feeling like a burden. If you find that your goal is a burden then you have set the wrong goal.

Productivity Tips

See Your Goals Wherever You Go!
Download Evernote Now.



Evernote is a powerful application that can be used on any android, iOS phone or computer device.

It allows you to set-up notebooks that synchronize between your devices allowing you to record your goals and keep track of your progress.

http://evernote.com/getting_started/

Productivity Tips

If you do not have access to use Evernote then try the following options:

1. **Write your goals** on a small piece of paper, **re-writing** the planner you have printed out and completed but on a **smaller scale**, and keep it in your wallet or purse. Laminating the piece of paper **will protect** it from getting damaged.

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2. Buy a **carry size notepad** to write down and set your **quarterly goals** so when you are travelling or away from home you can **remind yourself** of your goals and **stay focused.**



We pray **In Sha ‘ Allah this Goal Planner** has given you the **knowledge, structure** and **motivation** to set your goals and **achieve them.**



That man can have nothing but what he strives for; that the fruit of his striving will soon come in sight” *Qur’an (53:39-40)*

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